

Grace Point Christian Academy

PK3 – 8th Grade

Student Handbook



A Ministry of Grace Point Worship Center
624 Freedman Grove Rd. Fleming Ga 31309
Phone: 912-321-1220

Grace Point Christian Academy Mission Statement

Our hope is to reach families near and far. We pray each family that attends GPCA will be touched by the Lord and blessed through this ministry. We believe it is the purpose of Grace Point Christian Academy to provide a sound academic education integrated with a strong Christian Foundation so that they will be able to navigate and accomplish the purpose God has given them.

Letter from the Headmaster

Dear Parents and Students:

Welcome to School Year 2024-2025! Realizing that education is a team effort, we at GPCA are certain that students, parents, teachers, and other staff members are all working together to make this a successful year for everyone.

Grace Point Christian Academy's Student Handbook is a resource for some of the basic information that you will need during the school year. Both students and parents should become familiar with this handbook's contents.

This handbook is intended to be in harmony with Grace Point Christian Academy Board policies and the Student Covenant. Although the handbook is updated yearly, policy adoption and revision may occur throughout the year. Changes to policy and other rules will be communicated to parents and students with the expectation the new rules be followed by all.

We encourage you and your child to read this handbook together. Please sign the "Acknowledge of Receipt of Handbook" form located on the last page of this handbook and return it to your child's teacher. If you or your child has questions about any of the materials in this handbook, please contact the administration.

Sincerely,

Melissa Blount

Grace Point Christian Academy
Administrative Team 2024-2025

We at Grace Point Christian Academy believe that educating a child is best achieved when home, school, and church work in a seamless partnership. We are pleased to have your family in the GPCA community. We appreciate your prayers, your presence, your gifts, and your support. Together we can make a difference. Throughout this school year, you are invited to call the office at 912-321-1220 to contact the administration with suggestions and/or questions. Below is contact information for Grace Point Christian Academy's administrative team:

Melissa Blount	Principal / Administrator	mblountgpca@gmail.com
Art Stoddard	Pastor / Headmaster	jstoddardgpca@gmail.com
Candy Walden	Procure Coordinator	cwaldengpca@gmail.com
Kendra Nelson	File Clerk	knelsongpca@gmail.com

Grace Point Christian Academy Fight Song

*Fight on, Warriors, fight on team
For the Burgundy and Navy!
We will forever sing
Fight on to Victory!
You will hear the march of the Warriors
Every time we play!
Hustle up and muscle up and
Fight on to victory – G – P – C – A!*

Biblical Principals

The basis for our Christian belief is the Bible, which is uniquely God-inspired, without error, and is the final authority on all matters of faith and practice. As the Bible teaches, there is one God, eternally existing in three persons – Father, Son, and Holy Spirit – each possessing all the attributes of deity. God created man to have fellowship with Him, but man chose to go his own way. Salvation comes through God’s grace and is received personally by faith in Jesus Christ. The Bible establishes basic principles for Christian character and behavior.

1. It is Christian in that it recognizes the Bible as the final authority in matters of life and thought.
2. Christian education is distinctively biblical. God’s Word is the foundation of all history. God’s Word is pure wisdom and truth and the only infallible rule of faith and life. We believe that students must know the Bible thoroughly to foster a distinctively Christian understanding of the world and life.
3. Christian education is evangelical education. Salvation comes by grace through faith. Biblical salvation is knowing God and Jesus Christ whom He sent.
4. Christian education is reverent education. Christian education is education in the fear of the Lord. God is acknowledged as Creator and Redeemer.
5. Christian education is foundational in the sense that it lays a foundation for glorifying God and enjoying Him forever.
6. Christian education is to bring students to a clear understanding of how much there is to know while giving them a hunger and thirst for knowledge and righteousness.

Educational Principals

1. Grace Point Christian Academy promotes high academic standards while helping each student to achieve skills in creative and critical thinking, using the best integrated curriculum available. The objective of our instructional program is to enable each student to pursue a post-secondary education of their choosing, whether in college, university, vocational training, or service in the United States military.
2. Grace Point Christian Academy provides a learning environment characterized by a wholesome setting. Each student is expected to be respectful and attentive, to put forth substantial effort, to conform to reasonable rules, and to behave in such a way that will enhance his own individual learning as well as other students’ learning.
3. Grace Point Christian Academy employs faculty and staff who serve as role models in their Christian walk and who are maturing in both their professional lives and Christian faith.
4. Grace Point Christian Academy’s staff has a loving concern for each student. Caring adults are always available to work with the individual student and the student’s family in resolving difficulties.
5. Grace Point Christian Academy encourages the home, the church, and the school to complement each other in challenging each student to excellence for the glory of God.
6. Grace Point Christian Academy does not discriminate on the basis of gender, race, color, or national and ethnic origin in providing educational services.

Administration and Teaching Staff

The administration- under the direction and oversight of Grace Point Christian Academy's school board- has the responsibility of formulating and administering the curriculum, supervising and evaluating teachers, planning financial accountability, and authorizing and monitoring student activities. The school is staffed by teachers who believe in the principles of a Christian education and are committed to excellence in their respective content areas and who actively participate in professional growth and development.

Admission Information

Grace Point Christian Academy offers a program for students who desire an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The process of enrollment at Grace Point Christian Academy prior to final acceptance is as follows:

1. Submission of properly completed application, health forms, up-to-date immunization record, last report card, and payment of the registration fee.
2. Parent(s) and student(s) are interviewed by administrative personnel.
3. Administration evaluates incoming students' academic records to determine needs based upon Grace Point Christian Academy.
4. The administration assesses the parent's motivation in seeking the student's enrollment in the school, as well as the student's willingness to attend and adhere to the discipline and attendance policies.
5. During the interview, the administration provides a description of the school's activities and answers questions that arise. Following the interview, a member of the staff conducts a tour of the school facilities. Classroom visits are permissible upon request and with prior arrangement.
6. When the information for the student is complete, the parents are informed of the admission decision.
7. Grace Point Christian Academy retains the right to accept or deny admission to the school based on test scores, academic grades, references, interviews, and/or behavior(s) that may disrupt the harmony and wellbeing of the school.
8. Denied Admission does not prohibit a student from reapplying at a later time, each student is a case by case scenario.
9. Parents make financial arrangements pertaining to tuition and other fees with administration.

History

- Grace Point Christian Academy was organized in 2021.
- Grace Point Christian Academy is a ministry outreach of Grace Point Worship Center.
- Grace Point Christian Academy is a Christian school dedicated to the development of moral character, the strengthening of spiritual lives, and the intellectual growth of each student.

Goals of Grace Point Christian Academy

1. To provide grades Pre-Kindergarten through Eighth grade with a Christian education of scholastic excellence, integrated in the Word of God so as to foster Christian living.
2. To maintain a Christian curriculum that is current, meeting a high standard of academic excellence.
3. To secure consecrated Christian teachers who would be in a position not only to give instruction in the fundamental knowledge and skills, but also to give Christian guidance to the development of the child's personality and molding of his character.
4. To teach its students to think critically and biblically by evaluating the writings of outstanding things of the past and present.
5. To offer mathematics and science programs that enable its students to participate knowledgeably in the scientific discussion of the modern world.

Lifestyle and Conduct

One of the distinctive purposes of Grace Point Christian Academy is to prepare Christian youth for effective Christian service in whatever careers they choose. Since those who are Christians can perform effective Christian service, Grace Point Christian Academy desires for each student to have a vital, personal relationship with God through faith in Jesus Christ. Furthermore, GPCA asks all students to measure their lives by biblical standards of conduct.

Each student should understand that attending Grace Point Christian Academy is a privilege granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to Grace Point Christian Academy, students indicate a desire to become sincere, cooperative, members of the student body.

Students are expected to live by a biblical standard of behavior, which is consistent with the principles of conduct encouraged by the Christian community. Any time that students are at Grace Point Christian Academy or a Grace Point Christian Academy function, they must refrain from the following activities:

- Dressing immodestly (as determined by administration)
- Using illegal drugs
- Drinking alcoholic beverages
- Using any form of tobacco
- Participating in immoral activities (as determined by administration)
- Swearing or using language that is unbecoming of a Christian
- Telling jokes or stories with inappropriate content
- Practicing racial discrimination or joking
- Practicing acts of dishonesty (i.e. cheating, lying, slandering others, etc.)
- Using cell phones or other electronics inappropriately (as determined by administration)

Students are encouraged to avoid compromising situations that may give the appearance of being involved in any of the activities listed above. Students who knowingly practice activities such as the ones listed above may face withdrawal from Grace Point Christian Academy.

Standards of Christian Conduct

Respectful Warriors

All discipline performed at Grace Point Christian Academy is based on five basic convictions which the school attempts to instill in the students. A student who receives consequences for misbehavior is disciplined for having failed to demonstrate an acceptance of at least one of the five convictions- respect for God, respect for authority, respect for others, respect for property, and respect for school rules.

Respect for God

Grace Point Christian Academy is a Christian school. We, the administration and the staff, believe in the Triune God, represented by three in one, who holds us accountable for our actions, our words, and the feelings in our hearts. At Grace Point Christian Academy, we desire to develop a deepening relationship with God through Jesus Christ. Any behavior by a student that demonstrates a lack of respect for God is a great concern for us. Parents and staff will jointly counsel a student who demonstrates a lack of respect for God.

Respect for Authority

Here at Grace Point Christian Academy we respect authority as the Bible says. We encourage our students to do their very best and observe the same rules and regulations of our school and hold respect as a number one objective.

Respect for Others

Students are urged to become sensitive to those around them in a manner that encourages and assists others. Honesty and trustworthiness are two virtues that demonstrate respect for others.

Respect for Property

Students who steal, cheat, vandalize, or put graffiti on walls, tables, desks, etc. are expressing a disregard for property to Grace Point Christian Academy and the property of others in the community. Students who deface or steal property will be responsible for the cost to replace the damaged property and disciplined accordingly.

Respect for School Rules

At Grace Point Christian Academy, there are some unique rules designated to promote our goals and purposes that do not apply to other areas of life. Such rules include GPCA's dress code, classroom procedures, absence notes, recorded tardies, etc. A student who consistently refuses to respect and abide by the school rules will be suspended.

Learning Environment

To maintain a general environment that is conducive to maximum learning, Grace Point Christian Academy's students are required to abide by basic behavioral standards during school hours and at extracurricular events involving GPCA.

GPCA's Universally Prohibited Activities

1. Loud and Disruptive Speech (yelling)
2. Running (inside the building)
3. Throwing objects
4. Tardiness (to school and class)
5. Writing, passing and/or reading notes
6. Displaying inappropriate public displays of affection (PDA)
7. Chewing gum
8. Inappropriate use of electronics
9. Leaving personal belongings on hallway and classroom floors
10. Sleeping in class
11. Refusing administration/teachers the right to inspect personal and/or school property- including desks, lockers, backpacks, purses/wallets, etc.
12. Personal grooming in class
13. Arriving unprepared for class
14. Intruding in teachers' personal spaces- including desks, briefcases, grade books, purses, wallets, etc.
15. Sitting at teachers' desks
16. Using teachers' computers

**Academic Studies for GPCA for
PK3 through 8th Grade**

<p style="text-align: center;">PK3</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Physical Activity ● Art ● Music 	<p style="text-align: center;">PK4</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music 	<p style="text-align: center;">Kindergarten</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music
<p style="text-align: center;">1st Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health 	<p style="text-align: center;">2nd Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health 	<p style="text-align: center;">3rd Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health
<p style="text-align: center;">4th Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health 	<p style="text-align: center;">5th Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health 	<p style="text-align: center;">6th Grade</p> <ul style="list-style-type: none"> ● Bible ● Mathematics ● Language Arts ● Penmanship ● Social Studies ● Science ● Physical Activity ● Art ● Music ● Health

Formal Grade Reports

Grace Point Christian Academy issues nine-week assessments to students. The first, second, and third nine-week assessments are sent home to the parents and must be returned signed. The fourth nine-week report is mailed to the parents. The parent(s) or guardian may request a conference with the student's teacher at any point to discuss the assessment.

Progress Report and Report Card Standards

Pre-Kindergarten and Kindergarten

- PK3, PK4, and Kindergarten receive letter grades as follows:
 - E – Excellent
 - S – Satisfactory
 - N – Needs Improvement
 - U – Unsatisfactory

First Grade through Eighth Grade

- Academic Classes receive numeric grades as follows:
 - 90-100- Exemplary Progress
 - 80-89- Progress Exceeds Expectations
 - 70-79 Progress Meets Expectations
 - 60-69 Progress Unsatisfactory
- Co-Curricular Classes receive letter grade as follows
 - E – Excellent
 - S - Satisfactory
 - N – Needs Improvement
 - U – Unsatisfactory
- Conduct
 - E – Excellent
 - S – Satisfactory
 - N – Needs Improvement
 - U – Unsatisfactory

ATTENDANCE POLICIES

General Information

- One of the keys to successful academic achievement is regular attendance at school. Even a one or two day absence can have a surprisingly disruptive impact on progress; therefore, **perfect attendance is strongly encouraged.** Parents are urged to carefully evaluate any absence from school that is not due to unavoidable circumstances. Perfect attendance is a reflection of a student's being at school all day, every day throughout the school year.
- Parents hold a unique responsibility to help their students interpret life's expectations concerning timeliness and promptness. These attendance policies provide excellent learning opportunities for an effective adult life.
- Grace Point Christian Academy desires that all students are healthy and happy. To minimize exposure to harmful situations, the administration requests that parents keep students who show signs of illness at home.
- Students who show signs of illness while at school are sent to the office to call parents.
- Any time a student arrives or leaves Grace Point Christian Academy campus at a time that is not the normal morning arrival time or afternoon dismissal time, they are required to go through the office to be signed in or out by a parent.
- If your child must check out in the afternoon, please do not check out within thirty minutes of dismissal time, which is at 2:50.
- The attendance policies that follow are intended as guidelines only. The administration reserves the right to treat attendance matters on an individual basis. Excessive absenteeism will be addressed by school administration.

Common Illness Procedures

Chicken Pox

- Early signs of the illness include fever and a rash consisting of blisters that may first appear on the head and then spread to the rest of the body.
- A student with this infection must bring a doctor's letter stating that they have had the chickenpox disease no sooner than seven days from the onset of the rash.

Conjunctivitis (Pink Eye)

- All students with watery, itchy eyes will be evaluated.
- If the teacher and/or office personnel suspects conjunctivitis, the child must be evaluated by a doctor to determine if they are contagious.
- The student must bring a doctor's letter stating when the student may safely return to school.

Diarrhea

- The parent of a student who has diarrhea is called to pick up the student.
- A student must be free of diarrhea – without the aid of medication – for 24 hours before returning to school.

Fever

- A student with a fever of 100 or higher is not allowed to attend school.
- A student must be free of fever – without the aid of any medication – for 24 hours before returning to school.

Head Lice

- A student is removed from their classroom if nits or lice are found on his scalp or in their hair.
- Parents are called to pick up the student as soon as possible.
- The students may return to school after the appropriate treatment is given..
 - Head lice shampoo and cream rinse
 - Removal of all nits
 - Product recommended treatment of all clothing and school items
- **Should your child have repeated cases (1+) of head lice we require a doctor's note upon his or her return to school.**
- The school administration will follow up with each case of head lice (checking student's hair 10-14 days after) found in the school to be sure proper treatment has been done and to be sure there is no recurrence of head lice.

Strep Infection

- If the teacher and/or office personnel suspect that a student has a strep infection, the parent will be called to pick up the student.
- The student must be evaluated by a doctor.
- If the doctor finds that the student has a positive throat culture, the student must be on an antibiotic for the full 24 hours before returning to school.
- The student must bring a doctor's letter stating when the student may safely return to school.

Vomiting

- The parent of a student who is vomiting is called to pick up the student.
- A student must be free of vomiting – without the aid of any medication – for 24 hours before returning to school.

Immunization Requirements

- A student's immunizations must be current before enrollment at Grace Point Christian Academy.
- Immunizations must be updated according to schedule.
- A copy of the immunization record from the doctor's office or clinic with the doctor's signature and rubber stamp must be given to the office personnel any time a student's immunizations are updated.

Absence Due to Personal Illness of Student

- A student absent for more than three days due to illness must give a doctor's notice to the office within three (3) school days of the student's return to school for the absence to be marked excused.
- A student absent for two days or less due to illness may give the office either a parental note of explanation or a doctor's notice within three (3) school days of the student's return to school for the absence to be marked excused.
- Parent notes excusing absences are limited to ten (10) days per semester.
- Students are responsible for all missed work and will have the same number of make-up days as the number of absence days to complete missed assessments and/or assignments.

Absent Due to Family Hardships or Emergencies

- Parental note of explanation for the absence must be given to office within four (4) school days of the student's return to school for the absence to be marked excused.
- Students are responsible for all missed work and will have the same number of make-up days as the number absence days to complete missed assessments and/or assignments.

Absent Due to Professional Services / Appointments

- Parental note or doctor note must be given to the office within four (4) school days of the student's return to school for the absence to be marked excused.
- Students are responsible for all missed work and will have the same number of make-up days as the number of absence days to complete missed assessments and/or assignments.

Absent Due to Pre-Approved (by Administration) Family Vacation

- At least two weeks before the student's first day of school absence, the student's parents must submit to the administrator written notice of the family vacation.
- Students will be limited to five (5) days per year for excused family vacation absences.
- The parent's written notice serves as the parent note explaining the absence upon the student's return so long as the return is before or when it was planned.
- Students are responsible for all missed work and should do everything possible before the planned absence to avoid being so far behind upon return.
- Students will have the same number of make-up days as the number of absence days to complete missed assessments and/or assignments and to catch up on missed concepts.
- Parents are responsible for helping the student learn missed concepts.

Format for Written Parent Note Following an Absence

When a student returns to school after being absent, the parent must write a note with the following information:

Student's Name

Date

Days (or Class Periods) Missed

Reason for Absence

Parent / Guardian Signature

Parent / Guardian Contact Information

AFTER CARE SERVICES (ACS)

- Grace Point Christian Academy is dedicated to educating the total child through educational experiences and play.
- We offer (at a nominal fee) Grace Point Christian Academy's pre-kindergarten through fifth grade students an After Care Service that provides stimulating reinforcements of the educational experiences while supervising the students beyond the normal academic hours.
- After Care Service hours are from **Dismissal – 6:00p.m.**

After Care Services registration forms and price schedules are available in the front office.

Notes:

- Although this service is designed for, and most appealing to, pre-kindergarten through fifth grade students, sixth grade through eighth grade students are subject to being placed in ACS for a silent study hall if they are at school more than 15 minutes past dismissal without a specific purpose.
- Parents of 6th -8th grade students who are placed in ACS will be assessed for ACS fees.

Alphabetical Listing of Important GPCA Policies and Procedures

Before School / Morning Drop Off

- Drop off starts as early as 7:00a.m.
- **ALL STUDENTS GET DROPPED OFF AT THE SMALL BUILDING** - Grades 5-8th will walk over to class.
- To best facilitate the drop off procedure, pull vehicle down in front of the door before dropping off your student.

Cell Phones / Electronic Devices

- All electronic devices must be off during the instructional day. Cell phones must remain out of sight during the instructional day.
- The instructional day begins at 8:00a.m.
- The instructional day ends when dismissal happens at 2:50p.m.
- Visible cell phones (whether on or off) and any electronic devices being used without authorization are subject to being confiscated.
- Grace Point Christian Academy is not responsible for lost, damaged, or stolen cell phones or electronics.

Chapel

- Chapel is an integral part of campus life at Grace Point Christian Academy.
- Chapel services typically include singing, prayer, praise, special music, speakers, and student participation.
- Chapel is on Wednesdays from 8:00-8:30a.m.

Cheating

- Cheating is considered a serious offense.
- Some obvious examples of cheating are copying another student's test answers, giving your homework to another student to copy, forgery, misrepresentation, plagiarism, fraud, altering progress reports or report cards.
- Students involved in cheating will receive a grade of zero for the assignments and are subject to other disciplinary actions from the administrator.

Checking In and Out of School

- Any time a student arrives or leaves Grace Point Christian Academy campus at a time that is not the normal morning arrival time or afternoon dismissal time, he must
 - Enter the building at the office.
 - Sign in or out (or be signed in or out by a parent) with the administration

Checking Out Before Dismissal Time

- If a student must check out in the afternoon, please do not check out within thirty minutes of dismissal time.
- All changes to pick-up need to be done **prior to 2:20p.m.**

Classroom Rules and Consequences

- Teachers are required to establish a set of classroom policies and procedures that is appropriate for their subject area(s) and their student's developmental and maturity levels. Consequently, the teachers will often conduct their classrooms in different ways.
- Each teacher's set of classroom policies and procedures must be approved by the Headmaster and placed in the teacher's file.
- Teachers spend time the first week of the school year teaching and reinforcing the classroom policies and procedures so the students clearly understand the teachers' expectations.
- Students receive a copy of the classroom policies and procedures to share with their parents and to keep in binders, folders, etc. as references if necessary.

Classroom Visitors

- All persons visiting or conducting business at GPCA's campus must sign in and obtain a visitor's pass.
- If parents/friends needing to deliver anything – supplies, medicine, forgotten lunch, message, etc. – must stop in the school office to let office personnel assist in the delivery.
- To arrange a classroom visit, an appointment must be scheduled through the school office.

Demerit System

General Information

As we seek to address behavioral issues that arise, we acknowledge that Christ – and Christ alone – is the only source of true change. We also acknowledge that negative behavior is a heart issue rather than a situational behavioral problem.

- Students will receive demerits for minor violations of campus and classroom expectations.
- Demerits will accrue for an entire semester.
- Consequences for accrued demerits are outlined below.
- Accrued demerits that exceed a Saturday detention will result in suspension.
- The Demerit to Detention Progression System starts over with the beginning of the second semester.
- Extreme behavior may result in escalated consequences at the sole discretion of GPCA's administration.
- Tardies and unexcused absences will be handled with separate consequences outlined in other portions of this handbook.

Demerit Consequence Chart

After 3 Demerits = 1 Lunch Detention

After 6 Demerits = 1 Lunch Detention

After 9 Demerits = 1 After-School Detention*

After 12 Demerits = 1 After-School Detention*

After 15 Demerits = 1 Saturday Detention (including a \$25 fine)*

***After-School Detentions must be served within seven (7) days of receiving them.**

***Saturday Detentions must be served at the next scheduled detention date.**

Dress Code

It is a belief of Grace Point Christian Academy that a well-dressed and well-groomed student will be a successful student at GPCA and a successful member of society. Students must maintain a sense of pride in their appearance at all times. While keeping this philosophy in mind, the following dress requirements for GPCA students will be expected for all students. The dress code is intended to create a non-distracting, conservative educational atmosphere.

Failure to comply with stated rules will result in the issuance of demerits (minor infractions) and the removal of students from class until the student becomes in compliance (major and/or repeated infractions).

General Guidelines – All Grade Levels

- Dress down days (as determined by campus Administration) WILL NOT apply on Chapel Days.
- Tight clothing is not allowed.
- Sagging pants are not allowed.
- See-through garments are not allowed.
- Male students with facial hair must be well groomed. (Middle/High)
- Hair must be neat and well-groomed. Hair must be kept out of student's eyes.
- Hair styles and colors that are deemed distracting by administration are not allowed. This includes, but not limited to, extreme length (on males), multi-colored hair, and extreme colors (colors outside the realm of natural hair colors).

Shoes:

- Students must wear matching footwear at all times.
- Backless shoes, sandals, shoes with wheels, flip flops, or other open toed shoes are not allowed.

Socks:

- Socks must match.
- Socks must be predominately white, black, burgundy, navy, or gray in color.

Outerwear (Jackets / Sweaters / Hoodies):

- Jackets must be button-up or zip-up front and must be solid black, white, gray, navy, or burgundy in color.
- No designs are allowed on jackets. (Small branding logos are fine)
- Sweaters must comply with the same color policy as jackets.
- Hoodies must comply with the same color policy as jackets, no hoods on inside of campus buildings.

NOTE: All infractions of jacket/sweater/hoodie policies will result in confiscation of the item until the end of the school day as well as the issuance of demerits.

Tights / Leggings

- Tights/leggings worn under approved skirts must be solid white, navy, black, or burgundy (no prints or embellishments are allowed on tights/leggings)
- Solid navy, black, white, grey or burgundy shorts, spandex, spansks must be worn under skirts.

Undershirts:

- Short-sleeved or long-sleeved undershirts are allowed under approved shirts.
- Undershirts must be solid white or grey with no designs.

Polo Shirts:

- Polo shirts must be solid white, navy, or burgundy.

Accessories:

- Earrings must be appropriate size.
- No gauges, or other facial piercings.
- No hats or bandanas.
- Tattoos must be covered.
- No gang, drug, or alcohol related items.
-

Specific Guidelines – Daily Attire

Wednesday Chapel Attire

Males:

- Solid white button-front shirt, tucked in.
- Khaki or navy slacked with black, brown, or navy belt (belts not required of students PK3) or solid black, brown or navy suspenders.
- Solid navy tie, or solid navy bow tie.

Females:

- Solid white button-front shirt, tucked in (square-tailed shirt may be untucked but must extend past waist-level).
- Khaki or navy knee-length skirt or jumper.
- Solid navy, black, white, grey, or burgundy spandex, shorts, or spansks must be worn under skirts.
- Solid navy cross tie.

Attire All Other Days

Males:

- Chapel attire allowed.
- Solid navy, white, or burgundy collared polo shirt tucked in.
- Solid navy or khaki uniform pants or knee-length shorts (no cargo pants/shorts allowed) with solid belt if bottoms have belt loops (belts not required for PK3)

Females:

- Chapel attire allowed.
- Solid navy, white, or burgundy collared polo shirt tucked in.
- Solid navy, khaki, or burgundy uniform pants, knee-length shorts, or knee-length skirts (no cargo pants/shorts allowed) with solid belt if bottoms have belt loops (belts not required for PK3)

Electronic Learning Devices on Campus

- With teacher permission, a student may responsibly and correctly use an electronic learning device in class as long as they are not creating a disturbance with the device.
- Although an electronic learning device such as one of these functions as an important learning tool for a student – just like a pencil or a book, it may not be used in any disruptive manner.
- If, at the sole discretion of the teacher, a student uses their electronic learning device in a disruptive way, it will be confiscated and taken to the administrator's office.

Field Trips

- Field trips are teacher-designed, co-curricular activities to allow Grace Point Christian Academy students to have an educational experience that cannot be achieved in the traditional classroom setting.
- Grades may be associated with field trips.
- In the case of special curriculum cost or cost per class rather than cost per individual, a student who does not attend the field trip is still be responsible for his portion of the field trip cost whether they participate or not.
- A student who does not attend a field trip is absent from school.

Fighting / Physical Conflicts

- A student who intentionally causes physical harm to another student, faculty member, or staff member is subject to disciplinary measures including, but not limited to, suspension.
- Administrative disciplinary action toward a student who is fighting is considered on a case-by-case basis.

Homework

- Grace Point Christian Academy recognizes the educational value and importance of homework for students. Meaningful home study is a necessary part of each child's educational program.
- Homework should...
 - Be a purposeful extension of the school day.
 - Provide the student with additional opportunities to develop and/or reinforce learning objectives
 - Contribute to the student's education through individual work, responsibility, completion of projects, etc.
 - Establish good study habits
 - Encourage positive character qualities like responsibility, initiative, orderliness, and thoroughness.
- Teachers and/or administration may contact parents of any students who consistently do not complete homework assignments.
- Additionally, failure to complete homework will most likely negatively affect the overall course average.

Late Work Penalty

- A teacher will accept late work if it is no more than three days late.
- A weekend is counted as one day.

Lunch Visitors

- Parents, guardians, adult siblings, grandparents, pastors, and youth ministers may visit students during lunch.
- Siblings accompanied by a parent and enrolled in another PK-12 school may visit GPCA siblings during lunch.
- Fast food deliveries to individual students are not allowed. Parents may bring fast food lunches to students.

Make-Up Work Due to an Excused Absence

- A teacher may assign the student individual make-up work based on the instructional objectives and his needs to master the missing skills.
- A student is responsible for obtaining and completing the make-up work within the allotted time frame – the number of days to turn in make-up work is equal to the number of days the student is counted absent with an excuse.
- If a student has an excused absence on the due date of a long-term project, the teacher may deduct points according to the Late Work Penalty (see above) if it is not brought to school by another person on or before its due date.
- If a student does not make up work within the time allotted, points may be deducted according to the Late Work Penalty (see above).

Make-Up Work Due to an Unexcused Absence

- Students are not allowed to make up work after an unexcused absence.

Medication Policy

- Whenever possible, the administration of medication to students should take place at home before or after school.
- Students are not permitted to have any medication in their possession for self-dispensing while at school.
- Approved school personnel must dispense all medications for all students.
- Grace Point Christian Academy does not provide medications of any kind for the students.
- Medications must: be in its original container, be labeled with the student's name, have clearly written pertinent information from the physician
- Approved school personnel are authorized to administer medications only if the parent completes a medication form that is available in the front office.

Monday Folders (PK3-5th Grade)

- Each student will have a folder specifically for taking home each week.
- The folder will contain graded papers from the week, important weekly teacher-parent communications, required forms for completion, etc.
- The folder must be checked throughout the week and returned by a parent to the child's teacher.

Parent/Teacher Communication

- Grace Point Christian Academy believes it is important for both school and home to work together.
- Teachers use letters, emails, phone calls, regular progress reports, and report cards to communicate with parents.
- It is important for a parent to schedule a conference with a teacher whenever a need or concern is evident.
- A parent wanting to schedule a conference with a teacher needs to call the school office (912-321-1220) or send an email to the teacher or administration.

Possession, Illegal Use, or Sale of Drugs

- For reasons of health and safety, students are forbidden to use or possess any type of tobacco products while on GPCA premises or at any school activity.
- Students are forbidden to use, possess, distribute, sell, or be under the influence of alcohol while on school grounds or at a school activity.
- Students are forbidden to use, possess, distribute, sell, or be under the influence of any type of controlled substance while on school grounds or at a school activity.
- Students are forbidden to use, possess, distribute, or sell drug paraphernalia while on school grounds or at a school activity.
- Violation of these policies will result in disciplinary actions.

Possession of Weapons / Illegal Items

- A student having in their possession and/or displaying, using, or threatening to use any weapon or instrument that could be classified as a weapon is subject to disciplinary action by the administration.
- Besides firearms, weapons might include, but are not limited to, hunting knives, bows and arrows and objects defined by state law as weapons.
- Grace Point Christian Academy reserves the right to determine if a student is using any object as a weapon.
- Any other toy or equipment that shoots, explodes or could cause harm, such as cap guns, air soft guns, BB guns, darts, and fireworks are prohibited on GPCA's premises or at a GPCA school activity.

School Dismissal Procedures – After School

Pick Up for PK3 through Kindergarten

- To avoid After Care Service fees, student pick up is no later than 3:15p.m. Please call the office in case of an emergency that will cause you to be late picking up your student.
- Vehicles enter the drive way and come around to the front porch of the small building.
- To best facilitate the drop off procedure, pull vehicle down in front of the door before picking up your student.
- Dismissal will begin promptly at 2:55p.m.

School Dismissal Procedures – During the Day

- Anyone picking up a student during or after the school day must provide a picture ID to office personnel or staff member if asked to do so.
- A person picking up a student must have their name listed on the student's Pick Up form. If that person's name does not appear on the Pick Up form, office personnel or a staff member will call the student's parent to confirm permission.
- If the parent cannot be contacted, the student will not be released to the person attempting to pick him up.
- In the event that a student needs to be picked up by a person not on his Pick Up form; the parent must call the office ahead of time to avoid confusion.

Tardy Policies

Knowing that unpredictable events occur in the lives of students and parents, Grace Point Christian Academy adopts a tardy policy that is reasonable yet holds students and families accountable in the area of punctuality. Students who arrive early or who are on time will, most often, function in a more orderly, less-stressed fashion; thus, they enjoy learning and will typically learn more. Additionally, when classes are interrupted minimally by students coming in tardy, teachers are able to instruct more efficiently. All-in-all, the learning environment is greatly enhanced by punctuality.

Tardy at Morning Arrival Time

- Students are allowed three (3) tardies per nine-week grading period.
- The fourth and any subsequent tardies to school will result in administration consultation with parents.
- Students are considered tardy if they are not in the classroom seated and prepared to start their day by 8:15a.m.
- Any student who arrives after 8:15a.m. must come to the office to be signed in before going to class.

Truancy

- A student who leaves Grace Point Christian Academy's campus without permission from the school office for any amount of time is considered to be truant during his time of absence. GPCA is not responsible for the student who leaves campus without permission.
- A student who leaves class without teacher permission is considered truant.
- A student who fails to report directly to an assigned area when instructed by campus personnel is considered truant.
- Any absence as a result of truancy is unexcused for academic and extracurricular purposes.
- Truancy results in school discipline at the administration's discretion on a case-by-case basis.

Vandalism

- Although dealt with on a case-by-case basis, common disciplinary actions on the part of administration are...
 - o Payment for the damaged property
 - o Community service
 - o Suspension
 - o Expulsion

Withdrawing a Student

- Student withdrawals must be in written form and must be submitted to the administrative clerk.
- Requests to withdraw will not release the student from the contractual agreement on the Grace Point Christian Academy Application for Admission.
- A student's academic records will not be released until clearance is obtained from the financial department.

Emergency Procedures

Fire Drills

- Fire drills are conducted throughout the year.
- Evacuation routes are posted in each room.
- Students will be instructed on evacuation routes.
- Fire extinguishers are placed in strategic places throughout the building.

Fire Drill Procedures

- Students exit quickly and quietly.
- The administrator exits with a log of the students to be used in case of an actual fire.
- Each teacher counts their students as they group them in a designated area away from the building.
- Using their attendance list, each teacher takes roll once the students are counted into their group.
- If a student is away from their classroom during the drill, they must leave the building through the nearest exit and report to the nearest adult outside.
- After securing help from another nearby adult, said adult will walk the misplaced student to their respective teacher.

In Case of an Actual Fire

- Call 911 immediately.
- The administrator or other office staff activates the alarm system. Other devices (whistle, bells, and human voices calling "FIRE!") may be used.
- If safety permits, adult(s) near fire extinguishers use the extinguishers.
- After each teacher has accounted for their students in a designated place outside the building, they walk them to the far side of the dumpster at the back side of the property.
- Each teacher checks off their students' names as they are picked up by parents or put in a vehicle to be transported to another location.
- Each teacher informs administration that their students are safely in cars with parents or in vehicles to be transported.

Bomb Threats

- All bomb threats are treated seriously.
- False threats are penal violations and will result in school and civil consequences.
- In case of bomb threat, Grace Point Christian Academy follows fire drill procedures. SEE FIRE DRILL.
- Students will be allowed to re-enter the building only after the authorities deem the building to be safe.

Flooding

- In case of flooding, Grace Point Christian Academy follows the hurricane drill procedures. SEE HURRICANE DRILL.

Hurricanes

- The official hurricane season is from June 1 until November 30.
- Threatening hurricanes are classified in three stages:
 - **Hurricane Watch:** A watch is the first alert that a hurricane poses a possible, but as yet uncertain, threat to a certain coastal area.
 - **Hurricane Warning:** Within 24 hours or less, a specified coastal area may be subject to sustained winds of 74 mph or higher, dangerously high water, and exceptionally high waves.
 - **Storm Stage:** A hurricane has moved inland.
- During inclement weather, administration will be kept informed of current weather conditions through the National Weather Service.
- Announcements regarding early dismissals or school closing will be posted and updated on GPCA's facebook page as well as sent out to parents and students through email.
- Grace Point Christian Academy's early dismissals and school closings often do but may not always coincide with the decisions made by the Liberty County School System's administration.
- Teacher requests to leave the building to check on their own families are honored only after the students' safety is assured.

Tornados

- Threatening weather regarding tornados are classified in two stages:
 - **Tornado Watch:** A tornado watch simply indicates that weather conditions could become ideal to create a tornado.
 - **Tornado Warning:** A tornado warning indicates that an actual twister has touched down in a specific area.
- In the event of a tornado, classrooms will report to their respective areas until it is safe to leave.

Leadership involves self-discipline, which means accepting personal responsibility to do those things which are expected of you "as unto the Lord." Christian leadership involves servanthood. Jesus said, "Whoever wishes to become great among you shall be your servant." I will be prompt and attentive in all classes and activities. I will keep my belongings, classrooms, and myself neat and clean. I will display a servant attitude toward my classmates, staff and faculty.

Grace Point Christian Academy is an environment conducive to learning and personal growth and one in which you can make friends and not be distracted by outside influences. I will not bring into Grace Point Christian Academy anything that would distract from that goal.

We believe it is important to present a clear testimony for Jesus Christ among our neighbors and in the community. I will respect the property, privacy, and the rights of others including those not associated with Grace Point Christian Academy.

The Bible commands us to submit to authority. I will obey the rules and submit to the authority of Grace Point Christian Academy administrators, faculty, and staff.

Standards of Conduct

Grace Point Christian Academy students are prohibited from the following:

- Physical and verbal assault of students and staff members
- Unexcused absences
- Cheating or plagiarism
- Lying
- Using profane, obscene, or suggestive language or gestures
- Disruption of the classroom environment
- Willful destruction of school property
- Fighting
- Possession of vulgar materials
- Aggressive attitudes towards students and staff
- Disrespect for staff members
- Possession of being under the influence of alcoholic beverage, illegal drugs or tobacco products
- Inappropriate public displays of affection

As a student of Grace Point Christian Academy I pledge to uphold the tenets of the Student Covenant Honor Code listed above.

Student Signature	Date	Parent Signature	Date
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Disciplinary Actions

Here at Grace Point Christian Academy we take pride in our motto; Making disciples one child at a time. In doing so, we are determined to maintain a Biblical discipline philosophy that reinforces the spiritual and academic training of each student. Our goal is that children discipline themselves by daily yielding to Christ's control of their lives. However, the school will take measures to correct the behavior of a student, according to Hebrews 12:6, & 11. Here at Grace Point Christian Academy we expect parents to support the school in its disciplinary efforts as a loving responsibility to the students. Teachers will use their own discretion in implanting discipline infractions.

Discipline Agreement

One of our top priorities is to create an environment that is welcoming, safe, and secure to facilitate an excellent education. As well, students and families have a role to play in creating that environment. It is our sincere intent that students and parents clearly understand and accept the responsibility for positive behavior.

I have read and understand the handbook and disciplinary actions.

Student's Name: _____

Parent's Signature: _____

Date: _____

Biting/Hitting Policy

In regards to PK3-K5 ONLY

Biting and hitting is unfortunately not unexpected behavior for young children. Some children and many toddlers communicate through this behavior. However, biting and hitting can be harmful to other children and staff. This biting and hitting policy has been developed with both of these ideas in mind. As a private school with a preschool class, we understand that biting and hitting, unfortunately, is a part of a preschool setting. Our goal is to help identify what is causing the biting and hitting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten or hit. If a biting or hitting incident occurs, state regulations require that the parent of the child biting/hitting and the parent of the child who was bitten/hit be contacted. Names of the children are not shared with either parent.

When Biting/Hitting Does Occur:

Our staff strongly disapproves of biting/hitting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children.

For the child that was bitten/hit:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The "Incident Report" form is filled out documenting the incident.

For the child that bit/hit:

1. The teacher will firmly tell the child, "We do not bite/hit." And ask them to check in with the child who was hurt.
2. The child will discuss with a teacher how the other child may feel and what other ways there are to deal with their frustration.
3. The parents are notified. The "Incident Report" is filled out documenting the incident.

Moving Forward:

The child will be observed by the teacher for any noticeable patterns associated with the biting or hitting to help determine what is causing the child to bite. The child will be given positive attention and approval for positive behavior. Any negative behaviors or actions will be redirected.

When biting/hitting continues:

1. If a child inflicts 2 bites/hits in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite/hit leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child inflicts 2 bites/hits in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be asked to take a one week break from the school.
3. If the child again inflicts 2 bites/hits in a one week period (5 days of school attendance) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parent will be asked to make other school arrangements.

If a child, who has been through step 1 and 2 and then goes 3 weeks (15 days of school attendance) without biting/hitting, we will go back to step one if the child bites/hits again.

If a child bites/hits twice in a 1 hour period, the child will be required to be picked up from school for the remainder of the day, resulting in automatic step 1.

Parent's Signature: _____ Date: _____

Student's Name: _____ Teacher: _____

My child(ren) and I acknowledge receipt of the 2023-2024 Grace Point Christian Academy Student Handbook and agree to read it in its entirety and to keep and use it as a reference.

STUDENT NAME(S): _____ GRADE: _____

(please print)

_____ GRADE: _____

_____ GRADE: _____

Parent(s) Signature(s): _____

Date Returned: _____